

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SPECIAL PROJECTS COORDINATOR  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs a variety of highly responsible and complex project coordination and data management functions to support the activities of the Engineering Department. Characteristic of this position is the employee's involvement in departmental programs and activities. Employee reports to the City Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists the City Engineer in carrying out the coordination of Engineering-relating programs including, but not limited to, the City's traffic calming program and the Engineering Department's grant program by performing a variety of administrative and technical functions. Employee coordinates the City's traffic calming program by communicating with residents, scheduling meetings, developing and distributing information necessary to implement traffic calming. Employee also coordinates grants for the Engineering Department, including state and federal grants. Employee coordinates and organizes special meetings including conferences, educational meetings, etc., relating to traffic calming and grants. Employee performs public contact and/or administrative office management duties to relieve the department head and/or other management personnel of operational details as needed. Work may include receiving and transcribing confidential correspondence, screening and independently handling a variety of inquiries by telephone and in person, and maintaining a variety of records and files. Work is characterized by its variety, complexity and confidential nature, requiring considerable organizational and analytical ability. Employee must exercise independent judgment, discretion, and initiative in completing assignments and handling difficult public contact situations requiring considerable tact and knowledge of applicable policies, procedures and programs. Work is performed under limited supervision of the City Engineer and is evaluated for proper application of policies and procedures and for quality and completeness of reports and recommendations.

## **SPECIAL PROJECTS COORDINATOR**

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Coordinates activities for traffic calming projects to include, but not be limited to, maintaining a database of all current streets to be considered for traffic calming, meeting with individuals to discuss the traffic calming policy, working with neighborhoods to obtain needed signatures for the project, developing and defining project area, and preparing reports on the success of the project after completion.

Coordinates special meetings such as educational meetings and conferences. This work includes, but is not limited to, making arrangements for meeting locations, speakers, refreshments, and other needed material. Additionally, this work includes notifying the public of the meeting by using the reverse 911 system, mailings, etc.

Coordinates all grants in the Engineering Department. These grants may include transportation planning money from NCDOT or the federal government, construction grants for sidewalk and roadway improvements, etc.

Maintains and reports on the sidewalk Fee-In-Lieu of Construction accounts which include depositing the money, maintaining a database on all fees that have been collected, providing a quarterly report on the status of sidewalk projects, etc.

Performs, as a back-up for other support staff, a variety of tasks to assist management and supervisory personnel in day-to-day administrative functions of the department; administers assigned special, recurring or regular projects; completes reports as needed.

Composes, edits or coordinates the preparation of reports, speeches or other printed materials; researches content of written material for precedents, correctness of presentation and applicability; types material from typed or handwritten copy or dictation to prepare correspondence, budgets, statistical and narrative reports, manuscripts, schedules, news releases, work orders, purchase orders, forms, logs, etc., which requires use of a variety of complicated formats; chooses or develops formats for reports, forms, and other documents; proofreads material prepared by others; assumes responsibility for accuracy of spelling, punctuation, format and grammar.

Utilizes computerized data entry equipment and various word processing, spreadsheet, file maintenance, and/or database programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from varied sources.

Screens and routes materials according to content of communications; routing duties require detailed knowledge of organizational operations and individual staff members' assignments and status of work; prepares and issues work orders in response to requests or complaints; contact personnel via telephone and/or two-way radio.

Establishes and/or revises work procedures and methods; trains employees in work procedures.

## **SPECIAL PROJECTS COORDINATOR**

Assists in the maintenance of departmental personnel, financial, fixed asset, and/or activity records; acts as a point of contact for the department served and provides information or refers inquiries to proper personnel.

### **ADDITIONAL JOB FUNCTIONS**

Coordinates and attends meetings, hearings, or conferences as a participant or as staff.

Files and retrieves materials based on full knowledge of organization and activities.

Assists in the development of departmental or program budgets, gather pertinent data, analyzes requests, and processes technical information.

Assists in the maintenance of payroll records; maintains employee time sheets.

Makes appointments; arranges travel schedules and reservations; prepares travel vouchers and expense reports for department heads and/or division personnel.

Coordinates and administers special employee programs and events.

Performs necessary research and/or administrative work, and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established deadlines, goals and objectives.

Prepares a variety of reports regarding the status of various projects.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the City's traffic calming policy.

Considerable knowledge of City and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Considerable knowledge of the principles and practices of modern office management including knowledge of popular computer driven word processing, spreadsheet, and file maintenance programs.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Skill in organizing work flow and coordinating activities.

Skill in the operation of a typewriter and computer driven data entry equipment.

Ability to work extremely well with a diverse group of individuals.

Ability to multi-task in order to accomplish several goals.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to research program documents and narrative materials and to compile reports from information gathered.

## **SPECIAL PROJECTS COORDINATOR**

Ability to make routine administrative decisions independently in accordance with laws, regulations, and City policies and procedures, and to solve problems and answer questions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively in oral and written form.

Ability to supervise or coordinate the work of others.

## **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in secretarial sciences, business administration or a related field and 3 to 5 years of experience, with experience in engineering and/or grants preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

## **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the State of North Carolina.

## **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

## **SPECIAL PROJECTS COORDINATOR**

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 13  
Non-Exempt